

## **M E M O R A N D U M**

**TO:** Indiana School-to-Work Intermediary Groups

**FROM:** Peggy O'Malley, Deputy Commissioner Department of  
Workforce Development /State Director for School-to-Work

**DATE:** January 18, 2002

**SUBJECT:** Competitive Grant Opportunity

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### **Indiana's School-to-Work Mission**

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| <p><b>The Indiana STW Opportunity System will continue to expand successful initiatives to achieve its' mission: To ensure that every Hoosier student graduates from high school with the knowledge and skills necessary to succeed in high performance workplaces; to master challenging postsecondary curriculum; and to engage in lifelong learning.</b></p> |
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### **PURPOSE OF ANNOUNCEMENT**

This application announces the availability of funding to create or sustain intermediaries. Intermediaries are local or regional organizations that connect schools and other youth-serving institutions with workplaces and the broader community in order to improve young people's opportunities to succeed in post-secondary education and careers. Funds will be available for opportunities to gather the leadership and core partners involved in the intermediary organization for planning, assessment, asset mapping, professional development, travel to existing intermediary organizations for planning purposes, and the marketing or promoting of the intermediary's efforts. Funds may also be used for related costs such as facilitators, consultants, and meeting space. Funds may not be used for personnel or equipment.

The grant funds will be awarded on a competitive basis. All partnerships that attended the Indiana School-to-Work Intermediary Academy are eligible to apply for these funds. Two types of grant awards are available; one for planning and implementation and one for pilot site status. Planning and implementation awards will be \$10,000 or less and intermediary groups seeking pilot site status will be

eligible for awards up to \$20,000. All applicants must complete objectives one through six.

Groups seeking pilot status must complete and submit an up-dated Intermediary Self-Assessment in addition to the six objectives listed in this application. Commitment to pilot site status will include hosting potential site visits, committing to availability for statewide presentations on creating and sustaining intermediaries, and conducting an evaluation of the effectiveness of the Intermediary.

## **BACKGROUND**

To keep up with the fast pace of change, today's students need to be active learners and producers of knowledge. They need to know how to find and evaluate information, solve problems, and work with others. To create a learning environment that supports student achievement, a focus on high academic standards integrated with high level technical skills and a connection between what is learned in school and the skills necessary for a productive future life is necessary. Students need to connect what they learn in school with what they need to know and be able to do to successfully participate in today's technological society. New collaborative structures have emerged in many communities, designed to promote young people's self-confidence about their abilities, increase their connections to adults and learning opportunities, and foster the academic and work-related competencies they need to succeed. The purpose of this grant application is to enhance the development of these collaborative structures that connect schools and other youth serving organizations with their communities.

## **GRANT PROPOSAL OUTLINE**

### **Objective 1: Purpose of Intermediary**

Describe the following:

- the mission or purpose of the intermediary,
- who is served and what outcomes are expected,
- the overarching goal for the community or region, and
- how the intermediary fits with the goals of the community or region it represents.

### **Objective 2: Intermediary Management**

Describe the following:

- the current leadership and core partners of the intermediary,
- collaborative ties that the intermediary has developed and the purpose each serves,
- goals for future leadership and collaborative ties,

- types of resources and funding in place to sustain intermediary organization, and
- goals for additional resources and funding to sustain intermediary organization.

### **Objective 3: Future Plans and Goals for developing the Intermediary**

Describe the following:

- the type of system being created to connect schools and other youth serving institutions with workplaces and other community resources,
- goals and strategies for engaging employers and other workplace partners
- goals and strategies for engaging youth and educators,
- goals and strategies for ensuring that youth and teachers are connected to high quality learning experiences, and
- goals and strategies for promoting public awareness regarding youth transition issues.

### **Objective 4: Implementation Action Plan**

A completed action plan including timelines and persons responsible must be submitted along with a concise narrative describing implementation steps. The action plan must reflect an understanding of required steps necessary to implement the intermediary initiative successfully.

### **Objective 5: Decision-Making**

Describe the method of data collection and evaluation on which decisions will be made and successes judged.

### **Objective 6: Budget and Budget Narrative**

Complete a line item budget reflecting costs associated with creating or sustaining the intermediary organization. Include descriptions of anticipated expenditures correlated to each line item in the budget narrative. Indicate matching funds used in support of the change in the budget narrative. The budget must be cost effective in relation to the scope of work. All costs must be reasonable and necessary to achievement of the goal.

### **Objective 7: FOR GROUPS SEEKING PILOT STATUS ONLY**

Complete and submit the Intermediary Self-Assessment.

## **PROPOSAL REVIEW CRITERIA**

Staff from the Department of Workforce Development (DWD) will review proposals. Reviewers will rate each proposal according to parameters outlined in the objectives above.

## **PROPOSAL FORMAT**

**Proposals must include and address the following items:**

- I. Cover letter declaring a commitment to creating and sustaining organizations connecting the world of work to the world of youth.
- II. Completion of Objective One through Six, including an action plan, budget and budget narrative.
- III. Completion of the Intermediary Self-Assessment for groups seeking pilot status only.

## **Proposal Submission**

Proposals are due no later than 4:30 p.m. on Friday, March 1, 2002. Proposals must be concise and are to be double-spaced. Narratives should be ten pages or less. **FOUR COPIES OF THE PROPOSAL ARE REQUESTED.**

**Proposals are to be submitted to:**

Sarah Damon  
Indiana STW Office  
Department of Workforce Development  
10 North Senate Avenue  
Indianapolis, IN 46204-2277

## **Notification of Award**

Applicants will be notified of award status no later than March 12, 2002. The funding period will be from the date of final state approval until October 1, 2002.

## **Questions**

Questions may be addressed to Terri Schulz at [tschulz@dwd.state.in.us](mailto:tschulz@dwd.state.in.us) or 317-233-5663.